

DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT

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TO: Low-Income Home Energy Assistance Program (LIHEAP) Service Providers

FROM: Jason Wimbley, Division Chief
Energy and Environmental Services Division

DATE: October 26, 2007

SUBJECT: 2008 LIHEAP Local Plan

Enclosed is the 2008 LIHEAP Local Plan (Plan) for your completion. I extend personal thanks to the Weatherization Task Force members and their valued contributions to the development of this Plan.

CSD has expanded the Plan to collect general information related to the delivery of LIHEAP services, including Emergency Crisis Intervention Program (ECIP) services, at the local level. The Plan is comprised of six major components which includes:

- 1) LIHEAP Local Plan – General Overview
- 2) Agency Profile Overview and Data (statistical information summary)
- 3) ECIP Policy and Procedures
- 4) Service Objectives and Goals
- 5) Percentage-Based LIHEAP Program Budget Proposal (CSD 621)
- 6) Priority Plan for Home Energy Assistance Program (HEAP) and Fast-Track

The Plan is intended to guide the implementation and execution of the local service provider's LIHEAP activities, including emergency heating and cooling activities. The Plan is designed to produce a detailed narrative justifying the local service provider's HEAP/Fast Track, ECIP/HEAP Wood, Propane and Oil, ECIP Heating and Cooling Services, and ECIP Severe Weather Energy Assistance and Transportation Services (SWEATS) plan for services and budget, based on its prioritization of goals to serve the needs of the vulnerable populations during heating and cooling seasons.

To assist agencies with their local planning efforts, the Plan will include statistical information - including demographic, income and geographical information, fuel type usage, climate data, and historical service and budgetary data derived from local and statewide programmatic and fiscal reporting – will be used to help justify each local service provider's priority plans and seasonal timeframes for delivering emergency heating and cooling services. This planning information is intended to enable each local service provider to support its service delivery plans and proposed budget allocations for emergency and non-emergency cash assistance, weatherization, emergency heating and cooling services, outreach and education, based on information unique to the service area.

Enclosed is all the above plan components with exception of the Agency Profile Data. The Plan and Agency Profile Data will be posted on CSD's "Contractor's Only" website on Monday, October 29th. Please be advised that the Service Goals and Objectives, Priority Plan for Home Energy Assistance Program and Fast-Track, and Percentage-Based LIHEAP Program Budget Proposal will be made part of the 2008 LIHEAP contract. Therefore, the execution of your agency's contract will be contingent on the completion and approval of these components of the Plan.

Plans are due to CSD by **November 26, 2007**, and must be submitted via email to your assigned Field Representative. Upon receipt, the Plan will be reviewed to ensure completion and appropriate justification is provided, if necessary. Your assigned Field Representative may contact you to obtain additional information or to clarify contents of the Plan. Your agency will be notified upon approval.

Should you have any questions regarding the Plan process, please contact your assigned Field Representative.